

ELECTRONIC REPORTING IS AS EASY AS 1-2-3

Step 1: Install and Open the software

Install the software

- Go to www.census.gov/econhelp/surasm (for Annual Survey of Manufactures) or www.census.gov/econhelp/surcos (for Report of Organization)
- Click on "Download Software"
- Click on "Run"
- Follow the on-screen instructions to complete installation

Open the software

- Click on Start | Programs | U.S. Census Bureau | Census Surveyor
- Or click on the "Census Surveyor" shortcut icon on the Desktop
- Click on Tools | Retrieve New Survey Data...
- Select "2010 Report of Organization and/or Annual Survey of Manufactures" from the pull-down menu

- Enter "User ID" and "Password" when prompted. The "User ID" and "Password" are located on the cover letter or to the left of the address label (as shown below).

DUE DATE: 30 DAYS AFTER RECEIPT
User ID: XXXXXXXXXX Password: XXXXXXXXXX
<i>Password is case sensitive</i>



Password is case sensitive

- Click "OK"

Step 2: Follow instructions in A or B

A. Verify locations and Complete report forms

Verify the list of locations

- Click on the Workbook tab and then click on "All Locations - Selected Items" in the "Form Types" panel
- To add missing locations:
 - ▶ Click on the "Add Location(s)" button
 - ▶ Select a form
 - ▶ Specify the number of forms/locations to add
 - ▶ Click on the "Add" button

Complete the report forms

- Click on the Form tab or Workbook tab and complete all applicable items
- Note that the NC-99001(L) requires responses for locations:
 - ▶ Prelisted locations are on Item "5A Pre-identified Locations of Operation" on the Form tab or the "Item 5A" tab on the Workbook tab
 - ▶ Added locations are on Item "5B Additional Locations of Operation" on the Form tab or the "Item 5B" tab on the Workbook tab

After completing all forms, go to Step 3

B. Fill out a spreadsheet (export and import)

Export to spreadsheet

- Click on the "Export to Spreadsheet" button
- Follow the on-screen instructions

Fill out the spreadsheet

- Open the xls file created during the "Export to Spreadsheet" step
- Provide and update data for all locations in the spreadsheet
- To add missing locations, add a new row in the "All Locations - Selected Items" tab of the All Locations spreadsheet or in the "Item 5B" tab of the NC-99001(L) spreadsheet:
 - ▶ Provide the Form Number as "NC-99001(L)"
 - ▶ Provide a unique CFN in a format of ADD_##### (e.g., ADD_000001)
- Save the spreadsheet in an xls format and close

Import from spreadsheet

- Click on the "Import from Spreadsheet" button
- Follow the on-screen instructions

After completing all forms, go to Step 3

Step 3: Submit the report forms

Before submitting the data, click on the "Review All Forms" button. Be sure to review any errors and warnings, noted in the Errors/Warnings tab or the "Errors/Warnings" column in the Inbox tab or Workbook tab.

- Click on the "Submit Responses" button
- Follow the on-screen instructions

- If submitting via disk or CD, then mail by express courier service to:

U.S. Census Bureau
ATTN: DSB Building 61A
1201 East 10th Street
Jeffersonville, IN 47132-0001

Submission Complete!

For information about Electronic Reporting, visit: www.census.gov/econhelp or call the Electronic Reporting Operations Branch at 1-800-838-2640, Monday through Friday, 7:30 a.m. to 4:00 p.m., Eastern time.